



## **CITY OF ARCADIA HUMAN RESOURCES DIVISION**

### **OBTAINING A TYPING CERTIFICATE**

Applicants for this position are required to submit a typing certificate to demonstrate their typing speed of words per minute (wpm). Candidates who fail to provide a typing certificate will be disqualified from the recruitment process. The Human Resources Office will not be administering typing tests to candidates.

Certification may be in the form of a certificate, letter, or test results form and must clearly state the following:

- 1) Name of Applicant
- 2) Gross typing speed, errors, and number of **net** words per minute (wpm).
- 3) Date of the typing test. Typing test must be dated within one year from the date the application is submitted.
- 4) Name of the issuing agency. Acceptable agencies are a government agency, a temporary employment agency, a business college, an adult school, or a public school system.

#### **INTERNET TYPING TESTS WILL NOT BE ACCEPTED.**

Certificates that do not include all of the above information may disqualify the applicant from the selection process.

**The following agencies are examples of acceptable issuing agencies and administer typing tests to the public:**

#### **Olympic Staffing Services**

444 E. Huntington Dr., Suite 101, Arcadia  
(626) 447-3558 – Walk-ins Welcome  
\$20 fee (CASH ONLY) – Photo I.D. Required  
Monday – Friday: 8:00 a.m. – 5:00 p.m.

#### **Hart Employment**

220 S. Kenwood St., Suite 320, Glendale  
(626) 405-0778 – Walk-ins Welcome  
\$25 Fee (CASH ONLY)  
Monday – Friday: 9:00 a.m. – 5:00 p.m.

#### **North – West College**

530 East Union St., Pasadena  
(626) 796-5815  
\$10 Fee (CASH ONLY) – Photo I.D. Required  
Monday – Thursday:  
9:00 a.m. – 3:00 p.m. (Appointment Only)  
5:30 p.m. – 9:00 p.m. (Walk-ins Welcome)

#### **Glendora Employment Agency**

203 S. Glendora Ave., Suite C, Glendora  
(626) 335-4081 – Appointment Only  
\$20 Fee (CASH ONLY) – Photo I.D. Required  
Monday – Friday:  
8:30 a.m. – 5:00 p.m.  
12:00 p.m. – 1:00 p.m. (Lunch break)